*Workers will no longer have to enter in PLBCs into CSAW or complete the Retraction process. The Child Care Coordinator will enter all PLBCs into CSAW and will send all Retraction requests to DCF helpdesk.*

**WISCONSIN SHARES PLBC PROCESS**

Reasons for a PLBC can include change of income; AG size; copay; increase in hours; or school closed days. Child Care Coordinator will enter the PLBC and add case comment in CWW when PLBC is completed in CSAW.

Send an email to the Child Care Coordinator with the following information:

**Case number:**

**Month(s):**

**Childs Name:**

**Provider Name:**

**Provider/Loc Number:**

**Reason for the PLBC:**

**School Closure Days:**

**Number of hours per day:**

**Total number of hours needed:**

**Wisconsin Shares Retraction Process**

Reason for a retraction can include incorrect provider authorized; child no longer attending; agency error; or change of provider within a month. All retraction requests will be entered and sent to DCF directly by the Child Care Coordinator. Child Care Coordinator will case comment in CWW after the PLBC and Retraction request was sent to DCF.

Send an email to the Child Care Coordinator with the following information:

**Case number:**

**Month(s):**

**Childs Name:**

**Provider Name:**

**Provider/Loc Number:**

**Reason for the Retraction:**

*If you see cases in CSAW where there are child care benefits not used for multiple months or If you are unsure if a retraction is required, please email the child care coordinator to review and to remove unused* funds from the parents child care EBT card to prevent future payment errors.